

Tree Protection Officer			
Reference No.	P86	Type	Individual
Service	Planning Services		
Job Family	Professional 1	Grade	FC7

Purpose
<p>To assess and monitor trees in Fife protected through the planning system and determine and advise on applications to carry out works including lopping and felling of those trees. Providing advice and responding to queries. Providing reports/witness statements as required. The post will also play a role in providing specialist advice in relation to the council's tree planting/greening ambitions.</p> <p>The post also involves identifying where additional tree protection measures are needed and arranging for that protection to be implemented.</p>

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Providing advice and responding to enquiries from service users, council officers, elected members, and partner agencies.	Ability to provide a regular and effective service	✓	
Determining planning applications for works to trees. Attending committees as required. Providing specialist tree advice to applicants, council officers, councillors. Negotiating with applicants and developers throughout the planning process from pre-application to planning applications, appeals and enforcement, including major planning applications and development proposals.	National Diploma in Arboriculture Level 3 or equivalent.	✓	
	Membership of relevant body e.g. Arboricultural Association.		✓
Advising and negotiating on all matters associated with Tree Preservation Orders (TPOs), including the preparation, serving, and monitoring of TPOs.	Experience of: determining the impact of development and construction on trees; using a risk based approach to tree management, managing the expectations of clients and customers; using GIS/map based systems and asset management hardware/software for	✓	

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	recording data and reports, and ordering work; and preparing reports and providing information in various formats for different scenarios and clients/customers.		
Reviewing and reassessing confirmed Tree Preservation Orders.	Up to date and thorough knowledge and understanding of the work practices, systems, processes, and procedures relevant to the role. Detailed understanding of the professional, regulatory, statutory, and corporate frameworks/standards relevant to the role. Knowledge of planning legislation, procedures, practice, and precedents.	✓	
Investigating alleged breaches of TPO/conservation area legislation and planning controls, including liaison with the Legal Services and Planning Services' enforcement team as appropriate.			
Advising and negotiating on all matters associated with trees in conservation areas.	Written and oral communication skills.	✓	
Advising and negotiating on matters associated with council-owned trees where these are covered by TPOs or are in conservation areas.	Experience of working in a disciplined manner.	✓	
Providing specialist landscape design advice and guidance in including the satisfactory implementation of planting schemes in accordance with approved policies and planning conditions.	Experience of working as part of a team or individually.	✓	
	Experience of working on own initiative and thinking creatively and independently within the parameters of relevant legislation	✓	
Providing specialist landscape design advice to inform the development of planning policy relating to trees, landscape, and biodiversity.	Knowledge of British Standards in relation to trees and development and landscaping matters.	✓	
Liaising with Scottish Forestry regarding felling licences.	Experience of working effectively with colleagues at all levels (Take ownership)	✓	
Representing the authority's interests in planning appeals, public inquiries, plan examinations, and court cases, etc. in relation to tree matters.	Confident in dealings with others, including members of the public and politicians.	✓	
Preparing technical advice and promotional material in connection with trees, including providing online information to assist service users with frequently asked questions and to self-serve.			
Assisting the Lead Officer in discharging the responsibilities of that post, including deputising as required.	Organisation awareness.		✓
Embracing and pursuing available opportunities for personal	Computer skills using standard and bespoke packages		✓

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development and gaining new experience and participate in creating similar opportunities for other members of the team. Participating fully in the continuous improvement of working practices and processes in accordance with LEAN management principles.	(Embrace technology and information).		

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>